



## CITY OF LA PUENTE

## TEMPORARY OUTDOOR PROMOTIONAL SALE PERMIT

VERSION: FEBRUARY 2020

**WHAT IS A TEMPORARY OUTDOOR PROMOTIONAL SALE PERMIT?**

The temporary outdoor promotional sale permit allows for outdoor display and sale events (i.e., sidewalk and parking lot sales) conducted by a retail business holding a valid Business License. Items offered for sale shall be limited to the items covered by the Business License. A maximum of four outdoor sale events within a 12-month period shall be allowed on the same location or to the same applicant, and such an event shall be no longer than a total of 40 aggregate days in duration, with a minimum of 60 days between events. The hours of operation of such promotional sales shall be the same as those hours of operation generally established by such a business enterprise.

**FILING REQUIREMENTS:****1. TEMPORARY OUTDOOR PROMOTIONAL SALES APPLICATIONS:**

The application shall be filed with the Department at least **FIVE BUSINESS DAYS BEFORE** the date that the proposed temporary use is scheduled to take place for outdoor sales events. Failure to apply within this timeframe may result in the denial of the application. The application must be approved, and all required fees must be paid, and all necessary permits must be obtained prior to the event.

**2. REQUIRED PLANS:**

One (1) copy of a site plan and/ or floor plan on 8.5" X 11" minimum or 11" X 17" maximum paper. This site plan shall include location(s) of event, fire lanes, tents/canopies, doors & gates, driveways, location of proposed electrical equipment/lighting, and areas to be used by the proposed event.

**3. ANY OTHER PLANS OR INFORMATION THAT THE CITY DEEMS NECESSARY TO FACILITATE PROCESSING THE APPLICATION:**

At any time during the application process, staff reserves the right to require other materials, studies, or other forms of resources that help further the processing of an application.

**PURPOSE OF PERMIT**

Grand Opening     Seasonal     Other (Please Specify): \_\_\_\_\_

**LOCATION INFORMATION**

Name of Business: \_\_\_\_\_

Address of Business: \_\_\_\_\_

Business License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Event Dates: \_\_\_\_\_ Event Hours: \_\_\_\_\_

**GENERAL INFORMATION**

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**ACTIVITY DESCRIPTION**

Detail description of the proposed activity (attach additional sheets if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICANT'S SIGNATURE**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PROPERTY OWNER CERTIFICATION**

I, \_\_\_\_\_, certify that I am the owner, or his/her legal representative, of the property described herein. Furthermore, I agree to permit the proposed activity to be conducted for the length of time specified above.

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

File No.: \_\_\_\_\_ Fee Paid: \$ \_\_\_\_\_ Reviewed By: \_\_\_\_\_ Receipt No.: \_\_\_\_\_

Approved  Date: \_\_\_\_\_ Denied  Date: \_\_\_\_\_

Conditions of Approval:

*Date Received Stamp*



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